

NIH TRANSITION CENTER

Monthly Activities Calendar

October 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12 The Challenge of Change 1:00 pm—3:00 pm	13 Federal Resume 9:00 am—12:00 pm	14 Walk-in Clinic 9:00 am—12:00 pm	15	16
17	18 Interview 9:00 am—11:00 am	19	20 Interview Practice Videotaping Optional 12:00 pm—4:00 pm	21 Walk-in Clinic 1:00 pm—4:00 pm	22	23
24	25	26 Guiding Change & Transition 9:00 am—11:00 am	27	28 Walk-in Clinic 1:00 pm—4:00 pm	29	30
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DESCRIPTION OF CLASSES:

Preparing for Interviews: Find out how to improve your performance in interviews and then register for a private practice session with an instructor (videotaping optional).

Creating Your Federal Resume: Discover why certain resumes get noticed and then create one with help from an instructor.

Guiding Change & Transition (managers only): Learn how to support your employees during periods of change while maintaining productivity

The Challenge of Change: Change produces a cyclical process that varies with each individual; find out how to help yourself through the transitions.

NEW SERVICE! Walk-in Clinic – Building 31/Rm 1B-43. Drop by the clinic and get individual assistance from a counselor. No appointment needed.

New Class Location - Classes are back at EPS: Executive Plaza South, 6120 Executive Blvd.; also, contact your EO to find out if your IC has arranged for on-site classes.

Registration: Contact the NIH Transition Center by phone at 301-496-1050, e-mail at NIHTransitionCenter@mail.nih.gov or by registering through NIHITS at <http://nominate.od.nih.gov>.